

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

**Position Title:** Procurement Technician #16-23  
**Location:** Dallas, Texas  
**Closing Date:** Open Until Filled  
**Salary/Range:** CL-24/CL-25 (\$37,545 - \$51,833)

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### POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for a Procurement Technician in the Dallas office. The incumbent is responsible for procurement of supplies, equipment, miscellaneous services, furnishings and repairs for District and Bankruptcy Court. The incumbent reports to the Procurement Officer.

### REPRESENTATIVE DUTIES:

1. Checks deliveries and invoices against purchase orders for type, quantity and condition. Enters and updates information on purchase orders and inventory into automated databases. Receives purchased supplies and checks deliveries against packaging slips. Issues and delivers materials and supplies to requesting offices, including jury room supplies.
2. Moves, sets up, and examines furniture and equipment; reports maintenance and repair problems to the General Services Administration, or appropriate vendor. Tags furniture and other office materials for the purpose of tracking inventory.
3. Creates and monitors all maintenance agreements for copiers and mail meters. Identifies ongoing problems. Notifies contracting officer for replacement consideration. Gathers and maintains mail meter information.
4. Reviews IT purchase order packets for completeness and tracks processed orders. Receives IT purchases and reconciles order with packing slips and purchase orders.
5. Assists in maintaining procurement records and preparing for procurement audits.
6. Pays and processes all court interpreters invoices and prepares quarterly interpreter usage reports.
7. Manages and disposes all documents, both regular and confidential, after mandated retention time.
8. Maintains facility call log and performs followup until complete.

**QUALIFICATIONS:**

To qualify for the position of procurement technician, the candidate must have a minimum of two years of clerical or administrative experience and one year of specialized administrative experience that provides knowledge of the rules, regulations, procedures and practice of procurement procedures, and involves the routine use of automated procurement systems. The candidate should also have experience working in a team environment and possess a strong work ethic. The candidate should possess strong customer service, time management, organizational, analytical, verbal and written communication skills. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. Lifting boxes and moving light equipment is required. Travel to locations within the Northern District of Texas is required. High school diploma or equivalent is required, and a Bachelor's degree is preferred.

**BENEFITS:**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

**OTHER:**

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. Employment will be contingent upon a favorable response from this investigation.

Qualified applicants may submit a **detailed resume** and **salary history** to:

**Human Resources - #16-23**  
United States District Clerk's Office  
1100 Commerce Street, # 1452  
Dallas, TX 75242  
Fax: (214) 753-2247  
Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision of granting reasonable accommodations will be made on a case by case basis.